DOCUMENT RESUME

ED 456 560 EA 031 286

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TITLE Sexual Harassment by School Employees.

INSTITUTION National School Boards Association, Alexandria, VA. Council of School Attorneys.

ISBN ISBN-0-88364-232-8

PUB DATE 2001-03-00

NOTE 228p.

AVAILABLE FROM NSBA Distribution Center, P.O. Box 161, Annapolis Junction, MD 20701 ($35 plus $7 shipping and handling). Tel: 800-706-6722 (Toll Free); Fax: 301-604-0158; Web site: http://www.nsba.org; e-mail: info@nsba.org.

PUB TYPE Books (010) -- Collected Works - General (020)

EDRS PRICE MF01/PC10 Plus Postage.

DESCRIPTORS *Court Litigation; Elementary Secondary Education; Federal Courts; *Legal Aid; Postsecondary Education; Prevention; Resource Materials; School Law; *School Personnel; *Sexual Harassment; State Courts; Training

IDENTIFIERS *Supreme Court

ABSTRACT

This monograph was designed to assist school attorneys, school board members, and administrators in their efforts to prevent, respond to, and defend against claims of sexual harassment by employees. It includes discussion of the law relating to harassment of employees by other employees and employee harassment of students. Practical advice is provided on developing comprehensive policies and procedures, conducting an investigation, and effective training programs. Help in preparing for Office for Civil Rights (OCR) and Equal Opportunity Employment Commission (EEOC) investigations can be found in the final two chapters. Seventeen appendices contain such documents as reprints of federal agency documents, sample policies and notices, checklists, sample training materials, and a resource list. It is imperative that schools prevent harassment from occurring, and respond promptly and appropriately when notified of specific incidents. This proactive and responsive approach is critical to establishing a work and educational environment free of harassment, ensuring that teaching and learning are not impeded and that schools do not incur legal liability. The monograph concludes with a National School Boards Association (NSBA) Council of Attorneys' Membership information request form, Council Publications list and order form, a statement about the NSBA, and a list of NSBA past council chairmen and NSBA Federation member affiliated state councils. (RT)

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